

CITY OF TORRANCE COMMUNITY SERVICES DEPARTMENT
RECREATION SERVICES DIVISION
3031 TORRANCE BLVD. • 310/618-2930

VOLUNTEER OPPORTUNITIES

YOUTH VOLUNTEER
LEADERSHIP TRAINING PROGRAM
FOR STUDENTS ENTERING 10TH, 11TH, AND 12TH GRADERS

The City of Torrance Community Services Department is seeking responsible high school students to participate in a Volunteer Leadership Training Program sponsored by the Recreation Services Division. The Youth Volunteer Leadership Training Program is an excellent opportunity to serve the community, receive valuable training, effectively work with children and adults, and provide participants the necessary preparation needed for a job in recreation.

The YVL Training Program consists of five days of instruction in areas such as sports and games; safety and first aid; arts and crafts; communication skills, as well as valuable leadership skills. After completion of the training, volunteers will serve for 8 weeks assisting recreation staff in some of the following program areas: the Nature Center; learning about nature and environmental issues, working with children at a Park or Day Camp setting; youth sports' programs with children (assist with coaching/umpiring/refereeing) or working with seniors at a Senior Center Citizen facility (see back of application). Volunteers are limited to 2-5 days per week of service, until completion of the program on August 9 2016. Participants will receive 2 T-shirts and a name badge to be worn during service hours; and the program will culminate with a recognition event.

MANDATORY IN SERVICE TRAINING:
THE ATTIC (A Torrance Teen Center)

2320 West Carson Street, Torrance.

Monday through Friday • June 27 – July 1, 2016 • 10:00 A.M. - 2:00 P.M.

NOTE: Only applicants available to participate for most of the summer will be accepted into the program.

VOLUNTEER SERVICE: 150 hours

June 27 - August 19, 2016 (program will not meet July 4th)

between the hours of 6:00 A.M. - 6:00 P.M. (depending on assignment)

Up to five (5) days per week.

Time and location will vary according to each assignment.

COST: \$135.00 residents / \$150.00 non-residents per person

(Includes training, training material, two T-shirts and a badge)

Participants must provide their own transportation.

The Volunteer Leadership Training Program promises to be an exciting learning experience while serving the community. If you would like to be considered for the program, **please detach and complete the form below and return no later than June 3, 2016. Limited space available, all others will be placed on a waiting list, only those not accepted into the program will receive a full refund. Pre-registration is required residents may register from May 2 - 18 and non residents from May 19 - June 3, 2016.**

For additional information, call 310/618-2949 or 310/782-8828.

VOLUNTEER LEADERSHIP TRAINING APPLICATION FORM

Please complete the following and mail or hand-deliver this form to the Community Services Department, Recreation Division, 3031 Torrance Blvd., Torrance, CA 90503. **DO NOT** send payment with your application. All applicants and parents **MUST** attend a **MANDATORY** meeting on **Tuesday, June 7, 2016** at **THE ATTIC**, from 6:00 – 7:00 p.m. Participants will be notified of their acceptance into the program and will make payment to the Registration Office by **Wednesday, June 15, 2015. Refunds and credits will not be issued for this program.**

The Supervisor has the final decision on where the volunteer will be placed.

Please print

Name _____ Age _____ Birth Date ____/____/____

Male/Female _____ School _____ Current Grade _____

E-Mail Address _____

Address (Street, City and Zip Code) _____

Day Phone _____ Emergency Phone _____

Mother's Name _____ Day Phone _____ Evening Phone _____

Father's Name _____ Day Phone _____ Evening Phone _____

OVER

Program preferred (check) 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
(Numbers and descriptions are listed below)

YOUTH VOLUNTEER TRAINING PROGRAM
OPPORTUNITY DESCRIPTIONS

Please note some of the programs may not be available

1. MADRONA MARSH PRESERVE AND NATURE CENTER

Learn and experience the Madrona Marsh Preserve and the Nature Center and its environmental issues. Become a docent. Clerical duties are involved such as, filing and light typing.

2. SUMMER CAMPS AT VARIOUS CITY PARKS

Work with children assist with games, arts and crafts, sports, games and special events in a park setting. Learn to teach activities under the direction of Senior Recreation Leaders.

3. PRE-SCHOOL

Work with children between the ages of 3 - 5 years old assisting with arts and crafts, games, songs and stories.

4. MINI KIDS CLUB

Work with children between the ages of 5 - 9 years old assisting with arts and crafts, cooking and games.

5. DAY CAMPS

Work with children in a Day Camp setting, assisting with sports, games, arts and crafts, cooking, special events, field trips and much more. Sports Camp volunteers will assist in teaching specific sports and activities, all under the direction of Senior Recreation Leaders and Recreation Leaders.

6. SPORTS CENTER

Assist staff with counter duties and general filing; restocking paper supplies in the restrooms, basic cleaning duties, answering phone calls and assisting public with city information. Learn the basics of coordinating league games and basic gym operations.

7. SENIOR CITIZENS' CENTERS

Work with seniors two days a week at a senior center facility. You will be assisting with a variety of recreational programs geared towards seniors; help create flyers; decorate for special events (4th of July luncheon); change bulletin boards; interact with participants, and help set-up and serve lunches. The student would also have an opportunity to visit and help other senior centers in Torrance. **Project idea:** if interested, the volunteer could interview senior citizens and write mini-biographies for them.

FACILITIES

8. THE ATTIC, A TORRANCE TEEN CENTER (may not be available)

Assist staff with teaching classes for Middle School girls; Babysitter Preparedness class, where you will help teach safety tips, general child care skills and fun recreation activities. Participants may also assist staff with Teen Camp activities once a week.

9. RECREATION DIVISION OFFICE

Work in an office setting learning light clerical work, typing, organizing files, creating charts, statistics, data entry and more. Knowledge of Microsoft Word and Excel is required.

10. TORRANCE CERTIFIED FARMERS' MARKET

The market is open on **Tuesdays and Saturdays only** from 6:00 a.m. until 3:00 p.m. This position involves helping Farmers' Market staff setting up and tearing down when the market opens and when it closes; lifting tables and chairs; setting up cones for traffic control; assisting staff move heavy equipment and general cleaning with a broom and dust pan around the market.

**** PLEASE REMEMBER:** We will try to place you with your first or second choice, but it may not happen. Priority will be given to applications in the order the applications are received in the Registration Office. The Program's Supervisor has the final decision on where the volunteer is placed. Please note that a participant registered in this program **will not** be placed at the same site where another sibling is registered in a class or program.